

SUPPLEMENT TO GENERAL ORDER

I. Chambers, Staff, and Schedule for Calendar 9

Judge: Judith N. Macaluso

Chambers: 1540 – Moultrie Building; phone: (202) 879-1189; fax (202) 879-4340

E-serve Address: JudgeMacalusoEServe@dcsc.gov

Judicial Administrative Assistant: Donna Greene-Scott

Law Clerk: Paul J. Rinefierd

Courtroom Clerk: Ronique Bates

Courtroom: 415; (202) 879-1013

Unless otherwise directed, matters on Calendar 9 will take place as follows:

In-court proceedings: Courtroom 415

Pretrial/Settlement Conferences: By appointment in Courtroom 415 or Jury Room 415

Trials: Mondays through Thursdays from 9:30 a.m. to 4:45 p.m., in Courtroom 415

Scheduling Conferences, Oral Examinations and Ex Parte Proofs: Fridays in Courtroom 415 from 9:30 a.m. to 11:30 a.m.

II. Motions and Other Filings

A. **Rule 12-I** -- The court strictly enforces the advance consultation requirement of Rule 12-I.

B. **Format and page limits**

- Typewritten motions and other filings shall be double spaced and in at least 12-point font; footnotes shall be in at least 10-point font.
- All filings over 25 pages, including exhibits, shall be mailed or delivered to chambers on the date of filing. If documents are filed in two installments (i.e., document plus “additional eFiling document”) both of the filings count toward the 25-page rule for purposes of delivery to chambers.
- Courtesy copies shall include tabs for the exhibits and use highlighting or other techniques to draw the court’s attention to specific content (e.g., relevant sections of text) in the exhibits.
- No filing over 45 pages, exclusive of exhibits, will be considered unless prior leave of court has been obtained.

C. **Motions for Leave to File a Document**

Whenever possible, parties seeking leave to file a document should attach the document to the motion.

D. **Replies to Motions**

The civil rules do not provide a right of reply. Notwithstanding this, Judge Macaluso does not require that a party seek leave of court before filing a reply. Parties need to remember, however, that motions are considered ripe upon the filing of an opposition, or after ten business days, whichever comes first. As a result, the court may have ruled on the motion before the reply is filed. For this reason, a party wishing to file a reply is well advised to file a motion for leave to do so at the time the underlying motion is filed. If this is done, the court will know to await the reply before ruling on the motion. Ordinarily, the time permitted for the filing of a reply is seven business days after the opposition is filed.

E. **Objections to Exhibits Following Issuance of Pretrial Order**

To save expense, parties may file Objections to Exhibits as an **Exhibit List** (but not as a Praecipe).